

10 September 1980

MEMORANDUM FOR: Agency Records Management Officers

STATINTL FROM:

[REDACTED]  
Chief, Records Management Division/OIS

SUBJECT: Requirement to Report Classification Decisions  
Made During 20-26 September 1980

STATINTL

1. As stated in [REDACTED] the Director of the Information Security Oversight Office (ISOO) has the authority to require reports from Federal agencies to ensure their compliance with Executive Order 12065. We are required to submit such a report to ISOO by 31 October 1980. One section of the report requests the number of original and derivative classification decisions made during the reporting period (1 October 1979-30 September 1980). Due to the great volume of classified documents generated by CIA, the Director, ISOO will accept a report based on a one-week sample.

2. In order to furnish the information to ISOO, please see that the following items are counted and recorded during the period 20-26 September 1980:

a. Count the number of classified documents originated within your component which are dated 20-26 September. (Count each document only once; do not in addition count letterex or reproduced copies of the documents.)

25X1

[REDACTED]

c. Count all classified forms that are completed (filled in) during 20-26 September. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority and duration" marking.)

d. Count each classified computer run as one-item. (Do not count each computer-produced sheet or punched card separately.)

OS 0 2310

Note that the count of original classification decisions must be broken down according to duration, i.e., number classified for 6 years or less and number classified for between 6 and 20 years.

3. Attached is the format for reporting classification decisions made in your component. Please return this information to Records Systems Branch, 2D0117 Headquarters, by 3 October 1980. We ask that you include, in the space indicated, an estimate of the number of working hours required to compile the report and the amount of money expended for salaries. (Last year's

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Report of Classification Decisions Made During 20-26 September 1980

FROM:

EXTENSION

NO.

DATE

15 SEP 1980

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please ensure that all units under your administrative control complete the attached report. Instructions are provided with the form.

STATINTL

For any additional information, please contact [ ] on extension [ ]. Please return this form to PPG no later than close of business 1 October 1980.

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FORM 1-79

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USE PREVIOUS EDITIONS